

BR

19 December 1950

MEMORANDUM FOR: Personnel Director

SUBJECT: [] Release to Administrative Services

1. This Office is aware that there is need in Administrative Services for more hands in the IBM machine operation conducted in the covert offices for administrative purposes of the Agency.

2. [] has long been top machine man in the Biographic Register, and during the past year he has often expressed to me his desire to "get out of a rut". He is correct in stating that the planning job for the Register's machine operation is now so well along that it has become largely a routine matter. The Chief of the Register agrees that he could afford to release [] without replacement, and that [] deputy is qualified to carry on the work.

3. [] is young, and he is very energetic. I believe that he could do a good job for Administrative Services in setting up the payroll operation on IBM machines. I am agreeable to his release if Administrative Services desires to take him on.

4. I have discussed this possibility with [] and he is enthusiastic at the prospect. His present grade is GS-11, and his energy and zeal have earned him the right to consideration for a job which may offer him a possibility of promotion.

JAMES M. ANDREWS
Assistant Director
Collection & Dissemination

cc: Chief, Administrative Services
Administrative Officer, CD